

**Agenda Item: 13-10A**

**Meeting Date: October 13 and 14, 2004**

## **REVIEW OF PROCESSES FOR CALFED GRANT PROGRAMS**

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**Summary:** In order to clearly articulate the role of the Bay-Delta Public Advisory Committee (BDPAC) and the Authority in the review of CALFED agency grant programs designed to implement (in full or in part) elements of the CALFED Program, Authority staff have delineated the specific steps to be taken by CALFED agencies administering these grant programs.

**Recommended Action:** This is an information item, no action required.

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### **Background**

For Proposition 50 grant programs, project solicitation and evaluation guidelines must be adopted by the funding agency prior to soliciting for grant proposals (Water Code sec. 79505.6(a)(1)). Those guidelines should include the agency's priorities, criteria, process and schedule for how it will solicit grant applications, evaluate the applications it receives and make appropriate grant awards. The Amended and Restated CALFED Implementation MOU and recent state legislation provide for Authority review of solicitation and evaluation guidelines and proposed awards for grant programs related to implementation of the CALFED Program. To help them comply in this regard, implementing agency staff have requested a more standardized process for seeking BDPAC and Authority review.

### **Description of Authority Grant Review Process**

In order to ensure that Proposition 50 grant programs (with certain exceptions) administered by CALFED implementing agencies are consistent with the CALFED Program, the Authority is required to review an agency's solicitation and evaluation guidelines (Water Code sec. 79509.6), the components of which are as stated above. Those guidelines are used by the agency as the substantive basis for, and included in, the actual grant solicitation document. Typically, this is a Proposal Solicitation Package (PSP), which would include other pertinent, ancillary information such as standard legal terms and conditions. For those same grant programs, the Authority is authorized to review and comment on proposed grant awards, and agencies are required to incorporate this opportunity for Authority review into their grant program schedules.

For those grant programs administered by the Authority (e.g. Science) the Authority must review and, if appropriate, approve both the solicitation and evaluation guidelines and the proposed grant awards.

As a public advisory committee, the BDPAC reviews and makes recommendations on guidelines and criteria, but does not review proposed grant awards.

Prior to review of a grant guidelines and criteria, the Authority will consider recommendations from the BDPAC, which in turn will consider recommendations from its appropriate subcommittees. To facilitate Authority review, the Authority staff requests that the administering agency provide a staff report confirming that the agency has conducted each of the review steps listed in Table 1.

The intent of the early review of the grant process framework (Step 1, Table 1) is to give the administering agency timely input on the criteria, priorities and selection process for its grant program.

In order for the Authority to take informed action during review of the draft solicitation Text (Step 2, Table 1) detailed information from the draft solicitation document that describes the criteria, priorities and selection process to used, should be included by the implementing agency in the Authority staff report. At a minimum, the selection process description should include:

- Eligibility requirements
- Cost share requirements (if applicable)
- A description of the specific steps to be used in proposal review and grant award, including who will be involved in each step, and the anticipated outcome of each step
- Schedule for the conduct and completion of the grant award process
- Instructions to applicants

Authority staff may subsequently prepare a checklist to facilitate reporting these steps.

### **Fiscal Information**

Not applicable

### **List of Attachments**

Table 1 - Steps in CALFED Grant Review Process

### **Contact**

Tom Gohring, Deputy Director  
Water Management and Regional Coordination

Phone: (916) 445-0936

Table 1. Steps in CALFED Grant Review Process			
Step	Administering Agency Action	Review <sup>1</sup>	
		Reviewer	Type of Review Action
1	Draft Framework <sup>1</sup> - Criteria - Priorities - Process	CALFED Agency Coordination Team (ACT) (early & often) BDPAC Subcommittee (early & often) General Public BDPAC	Comment Comment Comment Recommend approval
2	Draft (near-final) Text <sup>2</sup> - Criteria - Priorities - Process (including eligibility, cost share requirements, structure of review team, review process, schedule, and instructions to applicants)	Authority <sup>3</sup>	Recommend approval <sup>3</sup>
3	Final Solicitation	Agency's Management or Board <sup>3</sup>	Approve <sup>3</sup>
4	Release Solicitation	---	---
5	Workshops	---	---
6	Solicitation Deadline	---	---
7	Review Proposals	---	---
8	Draft Awards	ACT General Public Authority <sup>3</sup>	Comment Comment Recommend approval <sup>3</sup>
9	Final Awards	Agency's Management or Board <sup>3</sup>	Approve <sup>3</sup>
10	Develop Contracts	---	---
11	Execute Contracts	---	---
12	Review Progress Reports	---	---
13	Monitoring & Performance Data (as part of Performance Measures)	ACT (early & often) BDPAC Subcommittee (early & often) BDPAC Authority	Comment Comment Comment Comment
<sup>1</sup> These review steps exclude ongoing internal review by the implementing agency. <sup>2</sup> Draft Text excludes the legal details and terms and conditions. <sup>3</sup> If the Authority staff is administering the grant solicitation (e.g. Science) then the Authority provides final review and if appropriate approval.			